

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —  
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.



# CEA

## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 1, DEPUTY DIRECTOR  
HUMAN RIGHTS AND COMMUNITY SERVICES DIVISION

**SALARY:** \$5768 - \$7324

**FINAL FILE DATE:** MARCH 17, 2006

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Director and Chief Deputy Director, the CEA 1, Deputy Director is responsible for the management of the Civil Rights Bureau, the Equal Employment Opportunity Office (EEO), the Employee Assistance Program, the Language Services Unit, and the Office of Special Services, which includes the Office of Services to the Blind and the Office of Deaf Access. The Deputy Director oversees all aspects of the work performed by the Division, including the development of policy recommendations, analysis of legislative mandates, the development of departmental implementation plans, and the external monitoring of county welfare civil rights programs. The Deputy Director provides guidance to the Department, promotes practices that will avoid federal sanctions due to failure to implement federal civil rights requirements, and assists in the development of appropriate departmental policies or guidelines that will avoid client complaints or costly civil litigation. The Deputy Director provides direction to counties which results in effective county operational programs, positive county relationships, and minimal legal action by recipient advocate groups. Errors in judgement could result in failure to achieve a departmental mission to provide equitable services and benefits to its clientele, or in poor working relationships with employee organizations and labor unions.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this

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**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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## **EXAMINATION INFORMATION (CONTINUED)**

bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates if deemed necessary to make a selection. It is anticipated that examination interviews may be held during **March/April 2006**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Director.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of all programs within CDSS.
- b. Specialized experience in EEO, human rights, recruitment, and related activities.
- c. Ability to represent the Department in negotiations with the State Personnel Board in resolving discrimination complaints with state and federal agencies, and in presenting departmental positions and policies with the California Health and Human Services Agency, the Legislature, the Director, executive management, and county organizations.
- d. Experience in providing technical assistance and supportive services to other divisions within the department.
- e. Experience directing statewide monitoring of counties for compliance with state and federal rules and regulations.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (CONTINUED)**

- f. Experience with resource, referral, training, and counsel for the visually impaired population.
- g. Ability to direct statewide administration of the Deaf Access Program through local service providers.
- h. Experience promoting, informing, and ensuring accessibility to benefits, services, and employment for California residents and citizens.

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of: California State government, including the organization and practices of the Legislature and the Executive Branch; state and federal laws, rules, and regulations regarding civil rights compliance under the CalWorks TANF (Federal Temporary Assistance for Needy Families), Food Stamp, and Child Welfare (Title IV-E) programs; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management techniques; the department's EEO objectives, a manager's role in the EEO Program, and the processes available to meet EEO objectives.
- (2) Ability to: perform high level administrative and policy-influencing functions effectively; plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with all levels of government, the public, and the Legislature; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively communicate and contribute to the department's EEO objectives.

The knowledge and abilities indicated above for the **CEA 1** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**All interested applicants must file both of the following documents:**

- 1. An Application for Examination (STD 678) and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position.**

Submit these documents to: California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **March 17, 2006**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason. Resumes are optional and do **not** take the place of the one-page summary of qualifications.

Questions concerning the exam process should be directed to Chris Wills at (916) 654-1679.

Questions regarding the position should be directed to Nancy Lee at (916) 657-2598.